

Check List for Licenses and Premises Permit

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To conduct lawful gambling in Minnesota, your organization must apply for and receive:

- 1) an organization license,
- 2) a gambling manager license, and
- 3) at least one premises permit.

Use this checklist to complete the required attachments to each application.

LG200A Organization License Application and the following attachments.

- ☐ LG200B Organization Officers Affidavit - for CEO and treasurer
- ☐ LG200C - For 501(c)(3) organizations and 501(c)(4) festival organizations only
- ☐ Proof of nonprofit status
- ☐ Organization by-laws; signed by your chief executive officer
- ☐ Membership list showing at least 15 active members including date of membership for each member; list signed by your chief executive officer
- ☐ LG209 Registration of Paid Gambling Employee
- ☐ \$350 annual license fee (non refundable). Make check payable to "State of Minnesota."
FEE WAIVER: If your organization receives less than \$100,000 in gross annual receipts, you may request a waiver of the organization license fee after your first licensed year.

LG212 Gambling Manager Application and the following attachments.

- ☐ A copy of the dishonesty bond, in the position or name of gambling manager, for \$10,000 in favor of your organization
- ☐ If your gambling manager will be paid, LG209 Registration of Paid Gambling Employee
- ☐ \$100 annual license fee (non refundable). Make check payable to "State of Minnesota"

LG214 Premises Permit Application and the following attachments.

- ☐ LG215 Lease for Lawful Gambling Activity (if premises is leased)
- ☐ \$150 annual permit fee for **each** premises permit (non refundable).
Make check payable to "State of Minnesota"

Mail applications and attachments to:

NOTE: Fees may be combined in one check.

Gambling Control Board
1711 West County Road B, #300S
Roseville, MN 55113

Did your organization discontinue gambling more than 90 days ago?

If yes, a license termination plan must be submitted and approved before any licenses and premises permits can be issued. Contact the Licensing Section at 651-539-1900.

Questions?

Check our web site at www.gcb.state.mn.us or contact a Licensing Specialist at 651-539-1900.

LG200A Organization License Application**Annual Fee \$350 (NON REFUNDABLE)****Organization Information**

Legal name		Other names used		
Minnesota Sales & Use Tax Permit	Business phone number	Federal Employer ID Number		
The organization business address cannot be the same as the gambling manager's address. If your organization does not have an address, list the home address of your CEO or obtain a PO Box.				
Business address - street or P.O. Box	City	State	Zip code	County
Type of nonprofit organization. Check one. <input type="checkbox"/> Fraternal <input type="checkbox"/> Religious <input type="checkbox"/> Veterans <input type="checkbox"/> Other nonprofit organization				

By-Laws: Attach a copy of your organization's official by-laws, signed by the CEO.

Board staff will review your by-laws to determine your organization's compliance with statute and rules to be licensed, including membership requirements and voting rights; type and frequency of meetings conducted, and treasurer duties.

Officer Information - Chief Executive Officer [CEO]

The CEO: <ul style="list-style-type: none"> - must complete an LG200B Organization Officers Affidavit - is the person responsible for your organization, such as the president or commander - cannot be your gambling manager - must attend a gambling manager seminar before an organization license may be issued 			
First name	Middle name	Last name	Maiden or previous name
Date CEO attended gambling manager seminar _____			

Officer Information - Treasurer

The treasurer: <ul style="list-style-type: none"> • must complete an LG200B Organization Officers Affidavit, • is the person who handles nongambling monies for your organization, such as the bookkeeper or accountant, and • may not be your gambling manager and may not sign checks from your gambling account. • The CEO may be the same person as the treasurer, depending on your organization's size and structure. • If the CEO is the treasurer, then the CEO may not be a signatory on your organization's gambling account. 			
First name	Middle name	Last name	Previous name

Attach a copy of at least one of the following showing proof of nonprofit status of at least 3 years.

DO NOT attach a sale tax exempt status or federal employer ID number, as they are not proof of nonprofit status.	
_____	Current Certificate of Good Standing. Don't have a copy? This certificate must be obtained each year from: Minn. Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103 651-296-2803
_____	Internal Revenue Service - IRS income tax exemption 501(c) letter in your organization's name Don't have a copy. To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.
_____	Internal Revenue Service - Affiliate of national, statewide, or international parent nonprofit organization [charter] If your organization falls under a parent organization, attach copies of <u>both</u> of the following: a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and b. the charter or letter from your parent organization recognizing your organization as a subordinate.

Meetings

When does your organization hold regular meetings? Example: 2nd Thursday 8:00 pm

____ Day _____ Time _____ am _____ pm

____ Day _____ Time _____ am _____ pm

Voting Rights

Are all organization members eligible to vote on gambling matters at your monthly meeting?

____ **Yes**

____ **No** If no, then your "board members" are considered the active members for gambling purposes, plus the gambling manager must be a member of your board.

Membership List

____ Attach a membership list that contains the first and last names of at least 15 members, and the original date of membership for each member. The list must be signed by your CEO.

____ If you answered "no" to the voting rights question above, the list must specifically identify all board members with board membership date.

Members

List the number of full voting members your organization has _____. Must have at least 15 members.

Acknowledgment

I declare that:

- I have read this application and all information submitted to the Board.
- All information is true, accurate, and complete.
- All other required information has been fully disclosed.
- I am the chief executive officer of the organization.
- I assume full responsibility for the fair and lawful operation of all activities to be conducted.
- I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board, and agree, if licensed, to abide by those laws and rules, including amendments to them.
- Failure to provide required information or providing false or misleading information may result in the denial or revocation of the license.
- I affirm that the gambling manager will be bonded and licensed as required per Minnesota statutes.
- Any changes in application information will be submitted to the Board within 10 days of the change.
- A termination plan will be submitted to the Board within 30 calendar days of termination of gambling.
- I understand the fee is non refundable regardless of license approval/denial.
- **For 501(c)(3) organizations and 501(c)(4) festival organizations:** I acknowledge the requirements of Minnesota Rule 7861.0320, Subpart 14, i.e. if our organization intends to transfer gambling funds to our general account for its primary purpose, that our organization has met the standards and will obtain written approval from the Board [using form LG200C] before making any transfers.

Signature of Chief Executive Officer _____ **Date** _____

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a license (or permit). If your organization supplies the information requested, the Board will be able to process your organization's application. Your organization's name and address will be public information when received

by the Board. All other information provided will be private data about your organization until the Board issues the license (or permit). When the Board issues the license (or permit), all information provided will become public. If the Board does not issue a license (or permit), all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members; Board staff whose work requires access to the information;

Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This publication will be made available in alternative format, i.e. large print, Braille, upon request.